



VOLUNTEER ATHLETIC COACH APPLICANT INFORMATION SHEET

APPLICATION PROCEDURE/REQUIRED FORMS

1. APPLICATION PACKET (attached)
2. RESUME
3. LETTER OF INTEREST (for the specific position you are applying for)

AND SUBMIT THE ORIGINAL COMPLETED APPLICATION PACKET, RESUME, AND LETTER OF INTEREST TO THE ATHLETIC DEPARTMENT OR GADSDEN INDEPENDENT SCHOOL DISTRICT HUMAN RESOURCES DEPARTMENT.

***COMPLETION OF EMPLOYMENT PAPERWORK AND AUTHORIZED CLEARANCE REQUIRED, BY GISD HUMAN RESOURCES, PRIOR TO ANY INDIVIDUAL REPORTING TO A SCHOOL SITE.**

REQUIRED FEES: Payable at time of employment paperwork processing in Human Resources Department.

\$75.00-FINGERPRINTING FEE FOR BACKGROUND CHECK PROCESSING

Paid by *Money order/Certified Bank Check written to the New Mexico Public Education Department (NMPED)

\$35.00-APPLICATION FEE FOR INITIAL NEW MEXICO COACHING LICENSURE

For One-Year (July 1st-June 30th) Provisional Coach License

TO OBTAIN LEVEL I (3 YEAR PROVISIONAL) NEW MEXICO COACHING LICENSE

\$45.00-NMAA CLINIC FEE (CERTIFICATION)

Access the New Mexico Activities Association web site www.nmact.org for course completion instructions.

APPLICATION FEE FOR CONTINUING/RENEWAL LEVEL II (9 YEAR) NEW MEXICO COACHING LICENSURE:

\$35.00-*Money Order/Certified Bank Check written to the New Mexico Public Education Department.

TO OBTAIN LEVEL III (9 YEAR) NEW MEXICO COACHING LICENSURE:

(Must have completed twenty-four (24) semester hours in Physical Education)

\$35.00-*Money Order/Certified Bank Check written to the New Mexico Public Education Department

Access the New Mexico Activities Association web site www.nmact.org for course completion instructions.

OTHER FORMS OF PAYMENT WILL NOT BE ACCEPTED

ATHLETIC COACH APPLICATION
GADSDEN INDEPENDENT SCHOOL DISTRICT

1. **PERSONAL** Date _____
- Name _____
(Last) (First) (Middle)
- Social Security Number _____ Date of Birth _____
- Present Address _____
(Street) (City) (State) (Zip Code)
- Contact Numbers: Home _____ Work _____ Cell _____
- Name of person who is in permanent contact with you _____
- Address _____ Telephone No. _____ Work No. _____
2. In order for you to be eligible for consideration, you need to attach a letter of Interest and a Resume to your application.
3. Have you ever held a New Mexico Coaching License that has expired? Yes ____ No ____
If yes, what were the effective dates of the license? from: _____ to: _____
4. Do you now hold a current New Mexico Coaching License? Yes ____ No ____ if yes, you must attach a copy.
5. Have you participated as a worker or volunteer in any activities, which would contribute to your effectiveness in working with students? Yes ____ No ____ If yes, please explain: _____

6. Special Interest, Skills and Hobbies: _____
7. Do you speak, read or write any language other than English? Yes ____ No ____
If yes, other Language Spoken _____ Read _____ Written _____
8. Have you ever been release or asked to resign from a position? Yes ____ No ____ If yes, explain _____

9. Have you ever been convicted of a felony? Yes ____ No ____

10. **WORK EXPERIENCE:** List all present and past employment, beginning with the most recent.

NAME OF FIRM	LOCATION	DATES	POSITION	REASON FOR LEAVING
1.				
2.				
3.				
4.				
5.				
6.				

11. **EDUCATION:** Circle last year completed.

High School: 10 11 12 GED

College: 1 2 3 4

NAME OF SCHOOL	LOCATION	DATES	GRADUATION or GED
High School:			
1.			() Yes () No
Colleges:			Degree or Semester Hours
1.			
2.			
3.			

Describe any other training or education _____

12. **REFERENCES:** List Supervisors, If inexperienced, list names of department heads or teachers, Also include address and phone numbers.

NAME	POSITION	PRESENT ADDRESS	PHONE NUMBER

13. I certify that the foregoing information is true and correct to the best of my knowledge.

Applicant Signature

Date

**GADSDEN INDEPENDENT SCHOOL DISTRICT
CRIMINAL HISTORY AFFIDAVIT**

Dear Applicant:

Most positions with the GISD involve contact with our student population. We ask that you provide the information on this form to help us evaluate your suitability to perform in this capacity. Pursuant to New Mexico State Statutes, all applicants who reach the finalist pool for employment are expected to provide us with this information. *As with the rest of this application, any misrepresentation or omission of fact may be grounds for disqualification or discharge, regardless of when the misrepresentation or omission is discovered.*

The conviction of a crime or any affirmative answer provided by you on this insert is NOT an automatic bar to employment. The GISD will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

The crimes referred to in this document include but are not limited to:

- | | | |
|---|---|---|
| 1. Abandonment or abuse of a child | 11. Delivery to a minor or drug paraphernalia | 21. Voluntary manslaughter |
| 2. Sexual Abuse of a minor | 12. A dangerous crime against a child or children | 22. Kidnapping |
| 3. Incest of a minor | 13. Criminal sexual contact of a minor | 23. Arson |
| 4. Sexual assault of a minor | 14. Molestation of a child | 24. Burglary or Robbery |
| 5. Sexual exploitation of a minor | 15. Criminal sexual penetration | 25. Sale, delivery, display or sexually orientated material to minors |
| 6. Sexual exploitation of a minor by prostitution | 16. Criminal sexual contact | 26. Patronizing prostitutes |
| 7. Contributing to the delinquency of a minor | 17. Indecent exposure | 27. Patronizing prostitutes |
| 8. Enticement of a child | 18. Aggravated indent exposure | 28. Promoting prostitution |
| 9. Trafficking controlled substances | 19. Aggravated assault of a minor | 29. Accepting earning of a prostitute |
| 10. Distributing controlled substance to a minor | 20. Murder | 30. DUI/D.W.I. |

I, _____, being a finalist for, or having been offered, apposition with the District, and being duly sworn according to law, certify that this document is true, accurate, and full disclosure of my personal and professional background history.

Section A(Check ONE of the following two statements)

☐ I certify that I am not awaiting trial on, I have never been convicted of, and/or have never admitted committing, any of the offenses described in this document in this state or any similar offense or offenses in any other jurisdiction and that I have never been put on, and am not currently on, probation in this jurisdiction or any other jurisdiction.

OR

☐ I certify that the statements (see NOTE at bottom of Section B) I attach to this form give a true, accurate, and full account of any offenses described in this document that I may have committed or been charged with in this state or any other jurisdiction.

SECTION B (Please check the appropriate "yes" or "no" box for the following questions)

1.	Have you ever been convicted of a sex-related offense? Have you ever been convicted of a drug related offense?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no
2.	Have you even been charged with sexual abuse of another person? Have you ever been investigated for sexual abuse of another person?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no
3.	Have you ever been charged with any crime involving sexual abuse of any person or any other crime? Have you ever pled guilty or "no contest" (<i>nolo contendere</i>) to any crime involving sexual abuse of any person or any other crime? Have you ever been convicted of any crime involving sexual abuse of any person or any other crime?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no
4.	Have you even been convicted of a crime, other than a minor traffic offense Have you ever entered a plea of guilty or a plea of no contest for any crime other than a minor traffic offense? Has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no

NOTE: If you have answered yes to any of the previous seven questions, please attach sheet(s) explaining in detail. Include the date of the charge, the court action, the offense in question, and the address of the court involved, and sign and date each sheet in the upper right corner.

I understand and agree that any offer of employment that I may receive, or have received, from the Gadsden Independent School District is conditioned by law upon the district's receipt of information pursuant to a fingerprint-based check of my personal and professional history. I further understand and agree that any offer of employment that may be made by the district may be withdrawn immediately, upon written notice by the district and without further process, on the basis of material omissions or false statements in this Affidavit or if any information received by the district is inconsistent with any statement or omission made by me on this affidavit.

I authorize the Gadsden Independent School District to check my personal and employment history, including without limitation evaluations, criminal arrest and conviction records, reference checks, and release of investigatory information possessed by any private or public employer of any state, local, or federal agency. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the GISD, its agents and officials or any provider of such information.

I understand that all terms of employment or offer of employment are conditional until the required background investigation is complete. I have read this authorization and release of all claims, and I expressly agree to the terms set forth herein.

Applicant's Signature

Date

Printed Name

Social Security Number



Gadsden Independent School District

AGREEMENT, AUTHORIZATION, WAIVER, AND RELEASE

A. Applicant Certification.

I hereby certify that the information contained in this application is true, accurate and complete, to the best of my knowledge and belief. I understand and agree that any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of my application or for termination of my employment. Failure to provide all or part of the information requested may result in the refusal of the School District to further consider me for possible employment.

B. Authorization for Reference Checks.

I hereby authorize the School District and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the School District will send a copy of this Agreement and Authorization to each individual or entity from whom it is seeking a reference or background information.

C. Waiver and Release as to Reference Checks.

I hereby authorize the party receiving a copy of this signed form (including a photocopy or facsimile copy) to provide and release complete information as may be requested, and I hereby waive any claim of confidentiality I might have with regard to such information.

I hereby release any person or entity providing information or records in accordance with this Agreement, Authorization, Waiver, and Release from any and all claims or liability for compliance.

I AM ALSO WAIVING ANY RIGHT OF ACTION, CAUSE OF ACTION, OR OTHER MEANS OF REDRESS I MAY HAVE AGAINST ANY PERSON OR ENTITY SUPPLYING EMPLOYMENT-RELATED INFORMATION--INCLUDING BUT NOT LIMITED TO INFORMATION CONCERNING MY BACKGROUND, WORK HISTORY, AND DISCIPLINARY HISTORY--TO THE SCHOOL DISTRICT.

D. Criminal Background Checks.

I understand and agree that if I am considered as a finalist for, or I am actually recommended for or offered employment, I will submit to a criminal background investigation, including mandatory fingerprinting, at my expense, to determine my acceptability for employment. Criminal convictions shall not automatically bar an applicant from obtaining employment with the School District, but pursuant to the Criminal Offender Employment Act of New Mexico (NMSA 1978, §28-2-1, et seq.), such convictions may be the basis for refusing employment. I understand that any employment offer is contingent upon, and expressly subject to, the satisfactory completion of all background checks. **I further understand and agree that if the results of any such background check are not satisfactory in the sole discretion of the District, the District may provide me written notice of the withdrawal of its offer of employment, and that I shall be entitled to no further process or procedure.**

E. Public Disclosure of Applicant Names and Application Materials.

I understand that, pursuant to the Inspection of Public Records Act (IPRA) as interpreted by recent court decisions, the identity of public sector job applicants and the information contained in this application and the information submitted by me or obtained pursuant to this agreement and authorization may be subject to disclosure to persons outside the School District, including the media, to the extent such information is not expressly protected from disclosure by exceptions to the IPRA, or other applicable employee privacy or confidentiality laws, including but not limited to, the Health Insurance Portability and Accountability Act (HIPPA). (Results of criminal background checks, if requested are privileged and protected from public disclosure.)

As a result, the applicant must make his or her own decision as to submitting the application and the impact which public disclosure of his or her identity as an applicant, or application materials may have.

Signature of Applicant

Date

Printed Name of Applicant